

HS50-OWI-004

REVISION H

EFFECTIVE DATE: January 26, 2009

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# ORGANIZATIONAL ISSUANCE

## HS50

## Position Classification

**APPROVING  
AUTHORITY**

**NAME**

**TITLE**

**ORG**

**DATE**

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Manager

HS50

January 26, 2009

**CHECK THE MASTER LIST-  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	09/30/99	Baseline version
Revision	A	07/12/00	Records paragraph revised and expanded.
Revision	B	10/16/02	Several revisions throughout entire document.
		05/28/03	Document Review
		09/9/03	Document Review
Revision	C	10/29/04	Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387). Changed NPG to read NPR throughout document. Deleted last two sentences in 5.3. In Purpose, deleted last seven words. In Section 5.3 changed New Business Process to read Business Process. In Section 5.3 in 4 <sup>th</sup> bullet, deleted last five words. Changed reference to NASA Form 2938 to read MSFC Form 2938. Changed all "wills" to "shall" where appropriately needed.
Revision	D	03/01/05	OWI changed due to reorganization effective 12/12/04. Office title changed from "Human Resources Department" to "Employee Services and Operations Office" and organization code changed from "CD10" to "HS50."
		03/10/06	Document Review
Revision	E	09/22/06	Various clerical changes
Revision	F	09/20/2007	Various clerical changes
Revision	G	07/28/2008	(1) Name of OWI changed from "Position Management and Classification" to "Position Classification." (Position Management is now covered by MPD 3312.1, Position Management.) (2) Revised to conform to current OI format (3) Revised to describe only processes performed in the Employee Services & Operations Office.
Revision	H	01/26/2009	Revised to delete references to "Employee Services and Operations Office" and replace them with: "Human Resources Services Office." Revised to delete statements giving direction to persons outside the Human Resources Services Office. Also revised to delete references to "Position Description Management (PDM)" and replace them with: Electronic Position Description System (ePDS)"

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## 1. PURPOSE

The purpose of this Organizational Work Instruction (OWI) is to document the processes by which Human Resources Services Office personnel classify General Schedule positions.

## 2. APPLICABILITY

This OWI applies to the classification of General Schedule positions at the Marshall Space Flight Center (MSFC), the Michoud Assembly Facility, Marshall Resident Offices and other MSFC positions regardless of duty location.

## 3. AUTHORITY and APPLICABLE DOCUMENTS

### 3.1 AUTHORITY

5 U.S.C Chapter 51 – Classification

5 C.F.R. Part 511, Classification under the General Schedule

NPR 3510.5, Position Classification

### 3.2 APPLICABLE DOCUMENTS

MPR 3500.1, Establishment of High Grade Positions

NPR 1441.1 NASA Records Retention Schedules

## 4. DEFINITIONS/ACRONYMS

CL – Competitive Level

HR –Human Resources

PD –Position Description

ePDS – Electronic Position Description System

## 5. INSTRUCTIONS

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5.1 When a Human Resources Specialist receives notification that a position description (PD) has been drafted by an MSFC organization, the Specialist will access the draft PD in the Electronic Position Description System (ePDS).

5.2 The HR Specialist shall then evaluate the draft position description in accordance with the appropriate position classification standard for the position. If there are questions or issues regarding the completeness of the PD or the accuracy of the statements contained in the PD, they shall be resolved with the organization prior to final classification of the position. Any change to the PD as a result of discussions between HR Specialist and the organization shall be documented in the final (classified) PD. When complete, ePDS will assign each position a unique number.

5.3 HR specialists may classify positions in accordance with the authority granted by the Manager, Human Resources Services Office. If the HR specialist does not have delegated authority to classify positions at the GS-14 and GS-15 level, classification of the PD shall be approved by one of the following employees: (1) The Chief Classifier, (2) The HR Team Leader, (3) The Assistant Office Manager, or (4) the Office Manager.

5.4 Whenever a new PD is classified, the HR Specialist shall insure that a NASA Form 1722, Position Designation Record, is completed and filed in the file room. The HR Specialist shall also ensure that the information on the Form 1722 matches the information in PDM.

5.5 Whenever a new PD is classified, the HR Specialist shall assign a competitive level to the position description and record the assignment in the competitive level record on the Office of Human Capital shared drive at: [\\Msdelta9\HS-D9\HS50\HS50-MAIN\Comp Levels](#). If no competitive level definition fits the PD, the HR Specialist shall write a new competitive level definition, obtain a competitive level number from the log book in the file room, and record the new definition in the competitive level record.

5.6 Whenever the classification of a new PD is based upon the impact of the person-in-the-job, the HR Specialist shall ensure that the PD contains a note stating that the classification is based on the impact of the person-in-the-job and that the PD shall no longer be valid once it is vacated by the incumbent.

## 6. NOTES

6.1 Whenever an organization proposes the establishment of a new position at the GS-14 or GS-15 level or re-writes an existing GS-14 or GS-15 position to reflect significant changes in duties and responsibilities the procedures described in MPR 3500.1, Establishment of High Grade Positions shall be followed.

6.2 New PDs for positions at the GS-14 and GS-15 level shall not be classified until they have been approved by the High Grade Position Review Committee.

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## **7. SAFETY PRECAUTIONS AND WARNING NOTES**

None

## **8. APPENDICES, DATA, REPORTS, AND FORMS**

Not Applicable

## **9. RECORDS**

9.1 Record copies of classified position descriptions are printed, signed by the supervisor and classifier(s), and filed in the file room by series, grade, NASA classification code, and PD number in accordance with NPR 1441.1 NASA Records Retention Schedules.

9.2 An electronic copy of each classified PD is maintained in PDM filed by PD number.

9.3 Competitive level records are maintained perpetually in the Office of Human Capital shared drive.

9.4 Copies of NASA Form 1722 are maintained in the Employee Services & Operations file room for as long as the PD is active.

## **10. TOOLS, EQUIPMENT, AND MATERIALS**

None

## **11. PERSONNEL TRAINING AND CERTIFICATION**

On-the-Job-Training and completion of a Basic Position Classification course is mandatory before authority is delegated to classify positions. Upon completion of the required training, a record of successful completion shall be maintained in the employee's Individual Training Record.

## **12. FLOW DIAGRAM**

None